

| Office of State Uniform Payroll | |
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| Procedure Title: Agency Contact Report | Revision Date: |
| | Issue Date: 10/13/2015 |
| Unit: Benefits and Financial Administration Unit | Page Number: 1 of 1 |
| Contact: _DOA-OSUP-BFA@la.gov | |

It is very important that agencies maintain and update their contact information in LaGov HCM via transaction ZP200, as this contact list is used frequently by OSUP and other agencies. **Contacts must be set up for each personnel area.** Transaction ZP200 (Agency Contacts) update access is limited to those positions that have the Enhanced EA/TA role.

Agencies should run ZP200 and make necessary changes to the contact types below:

HR ACA Contact – Persons responsible for monitoring, evaluating, and maintaining correspondence related to employee ACA reporting.

OSUP Statewide Vendors – Persons responsible for the processing of Statewide Vendor deductions.

OSUP Travel Administrators – Persons responsible for the processing of employee Travel payments.

OSUP Budget – Persons responsible for interpreting the effects of legislative changes that impact the agency's organizational or payroll structure on the LaGov HCM system.

For Direct Deposit/EFT and AFS J5 Reject contacts, run ZP200 to review the current contacts and submit an [OSUP/F71](#), Agency Contact Setup/Change Form, to add or delete contacts. Only OSUP has security to make changes to these contact types in LaGov HCM, since these duties require an Undersecretary or Appointing Authority signature. The [OSUP/F71](#) form should be completed in Microsoft Word, printed, signed, and faxed to (225) 219-4432.

OSUP Direct Deposit/EFT – Persons responsible for receiving EFT Correction Report from OSUP. **Note:** If there are Travel payment EFT corrections, both the Travel Administrator and the Direct Deposit/EFT contacts will be notified.

OSUP AFS J5 Rejects – Persons responsible for correcting J5 Rejects on SUSF in AFS.

Primary designations are limited to one employee per personnel area. One additional employee can be assigned the Alternate designation. **Two contacts must be designated for the “Direct Deposit/EFT” contact type.** The Agency Division Field should be utilized to identify different facilities, regions, etc. within the same personnel area that are under the responsibility of a particular contact. Contact email addresses and work phone numbers for all contacts must be entered correctly in LEO under the “My Work” tab.